



How to Request an Application for Absentee Ballot

To obtain an absentee ballot the voter must first request and complete an *Application for Absentee Ballot*. Write or visit the Absentee Election Manager (Usually the Circuit Clerk of your County) to request an Application. Upon receipt of the *Application for Absentee Ballot* the voter must complete the form by providing the following required information:

- Name and address (Address where you are registered to vote. Do not use P.O Box).
- Address to which the ballot should be mailed (If different from registered to vote address)
- A copy of your valid photo identification
- Valid Driver's License Number or last 4 digits of Social Security Number if you do not have a valid driver's license.
- Date of Birth
- Telephone Number
- Election for which the ballot is requested
- Select appropriate reason for absence from polls on election day
- Party choice if the election is a party primary. (It is not necessary to give a party choice for a general election; however, in a party primary a voter may participate in only one political party's primary; thus, a choice must be designated so that the appropriate ballot can be provided. If the voter declines or fails to designate a choice for a primary or primary runoff ballot, the absentee election manager may send only the ballot for constitutional amendments.)
- Voter signature. (Signature must be original, electronic signatures will not be accepted. Must have a Witness Signature if a mark is made in place of a signature.

The completed *Application for Absentee Ballot* can be returned to the Absentee Election Manager by the voter in person (or by the voter's designee in the case of medical emergency voting) or U.S. Mail or commercial carrier. To ensure your application is processed in a timely manner please provide all the above required information. Only one *Application for Absentee Ballot* will be accepted per envelope.

FOR MORE INFORMATION CALL THE ABSENTEE ELECTIONS OFFICE AT 205-325-5313